



Dodington Parish Council

MINUTES of the Meeting of the **Finance and General Purposes Committee** held at Dodington Parish Hall (Council Chambers) on **Monday 31st July 2023** at **7.30pm**.

PRESENT: Councillors David Fitt (Chair of meeting), Paul Hulbert, Chris Zapata, Christine Howard, Laura Pearson-Tong, Richard Evans, Adrian Hutton, Sandra Jee, Bob Graham and Jean Thomas.

Also present: Clerk for the meeting, Philippa Tymon Deputy Clerk to the Council.

1. Apologies for absence and request for approval

There were no apologies for absences.

2. Declarations of Interests Under Localism Act 2011 and Requests for Dispensations

There were no declarations of interests or requests for dispensation.

3. Public participation

There were no members of the public in attendance.

4. Approval of Minutes and matters arising from the previous meeting on 26th June 2023

It was **RESOLVED** that the minutes, as printed and circulated, be confirmed as a true record. Cllr David Fitt signed a copy of the minutes.

Matters arising – not covered off during course of agenda: -

Armadillo Youth Sessions – meeting yet to be arranged.

Photo Plaques – ongoing.

Councillors consultation response on Street Trading Fees submitted.

Football teams informed of fees for 2023/2024 – works to changing rooms ongoing.

Cllr Adrian Hutton confirmed hydro seeding not applicable for football pitches.

Cllrs David Fitt & Richard Evans set up on the Bankline system – request made to NatWest Bank to add them both as signatories which 2 current signatories have now authorised.

5. Grant Applications

Members reviewed the previously seen grant application from Raysfield Afterschool club with the additional information received on the breakdown of costs as follows: -

£249.60 inc VAT for 2 staff full level 3 award in Paediatric first aid Quallsafe training and the remaining £50.40 for fresh equipment for September.

Members **RESOLVED** to award the full grant amount of £300.

6. Internal Check of Councils Accounts

Cllrs David Fitt and Christine Howard reviewed the Burial Ground contact information held on 14th July 2023. Cllrs will review this information again once memorial testing has been completed to see if contact information details are required for any memorials deemed unsafe.

7. Community Heartbeat Bleed Kit

At a previous meeting Members requested further information on other councils usage prior to a decision being made. Community Heartbeat were unable to provide this information, they did confirm the following: -

“South Western Ambulance Service NHS Foundation Trust (SWASFT) have informed us they are not happy about community bleed kits as being advertised elsewhere, and have no mechanism for reporting these or activating these, nor do they match current policy. The attached document is a representation of the issues. Some ambulance services are refusing even to register a bleed kit”

On reviewing the information plus the document mentioned above received Members decided not to proceed with bleed kits at the present time.

8. Policy for Memorial Benches in Public Open Spaces

Members reviewed the draft policy wording and after a full discussion **RESOLVED** to approve the draft wording with the addition of:-

- “subject to the operational requirements of the council” under V11.
- “Costs to be paid up front prior to installation” under point III.
- “The council reserves the right to charge the applicant for any damage/repair costs” under X

9. DPC Document Retention Policy

Members reviewed the draft retention policy wording and after a full discussion **RESOLVED** to approve the policy with the additions/amendments as below: -

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
Timesheets	Last Completed Audit 3 Years	Audit Requirement Personal Injury (Best Practice)
Accident Reports	21 years	Potential Claims
Burial Ground Records/Documentation	Indefinitely	Archives, Local Authorities Cemeteries Order 1977 (SI 204)

Members also requested under point 5 Personnel Documents to amend the term from 1 year to 21 years and to review the implementation of this policy in 6 months.

PMN Clerk to review the revised policy to ensure it meets with GDPR and all relevant policies relating to retention.

Finance Matters

10. Members reviewed the figures to the end of June 2023 – Deputy Clerk gave an explanation regarding expenditure on office expenses. Members confirmed all in order.

Items To Report

11. Cllr Chris Zapata reported a visit had been made to The Tern Inn and requested this to be an agenda item for the next council meeting.

Cllr Sandra Jee wanted to express thanks from the community to all that helped with the Brass on the Grass event.

Cllr Sandra Jee wanted clarification on the Fields in Trust sign displayed at QEII playing fields. Cllr Paul Hulbert confirmed the council pays annual membership to Fields in Trust which is an independent charity protecting parks and green spaces.

Cllr David Fitt wanted to thank the Deputy Clerk and Project Support Assistant for the information presented to Members at this meeting and together with the rest of the team for all their work/assistance in the office in the absence of the Clerk.

Cllr Jean Thomas reported that the Summer Playscheme is going well.

Deputy Clerk reported the following: -

- An email had been received from a resident reporting antisocial behavior in Lilliput Park, members wanted this reported as an agenda item at the next relevant council meeting. Deputy Clerk confirmed to resident that the police were the first point of contact (101/online 999 in an emergency situation) but would forward their email to our police contacts for their information.
- Members noted the email received from South Glos Council regarding the Anti-Social Behaviour Action Plan provided by the Community Payback and Immediate Justice schemes.
- An email had been received from Southern Brooks detailing a Community Art Project for St. Nicholas Youth Wing using the funds raised from their sponsored event. They would like to create a community art “portable” mural in wood which when finished will go on display inside the St Nix’s Youth Wing. Estates Officer to source some wood from Wapley.

The next meeting for the Finance & General Purposes Committee Monday 4th September 2023. As there was no further business – the meeting was closed at 9.00 pm.

Signed Committee Chairman

Date